



## Masonic Library/Museum Foundation of Louisiana, Inc.

### Library/Museum Policies

The collections are open to any who wish to use them excepting items which have been restricted due to the nature of the materials or as part of the act of donation which is negotiated with the donor. The staff of the Library/Museum will respond to reference requests made in person, by telephone, by mail, by electronic mail, or by fax. The staff is unable to undertake time-consuming reference requests. While most requests will be handled within a day, some requests may take two weeks or more to fulfill.

The Louisiana Masonic Library/Museum strives to offer a congenial environment for research, and to promote access to our collections while safeguarding their condition. Accordingly, visitors are asked to observe these simple guidelines while using the Library/Museum:

1. All property not essential to research, including briefcases, books, coats, hats, etc., must be stored in the designated location. Guests are asked to please sign our patron register each day upon first entering the Library/Museum.
2. The following are not allowed in the Library/Museum: food & beverages, chewing gum, smoking, and pets.
3. Please use pencil only for note taking. Do not use ink or pens in the Library/Museum.
4. To access unique and rare materials, please talk to the archivist or Library/Museum staff. No one excepting those pre authorized by the Louisiana Masonic Library/Museum Foundation Board of Directors is allowed to access materials kept behind the display cases.
5. Help us preserve our materials by observing the following precautions:
  - A) Make no mark on materials.
  - B) Do not place your notebook or papers on top of materials.
  - C) Do not rest books or other objects on materials.
  - D) Touch only the edges of materials.
  - E) Do not refold items in new or different ways than as they came to you.
  - F) Exercise extreme care in the arrangement of unbound materials.
  - G) Please report any disarrangement of materials to a staff person on duty.

- H) Never remove items from encapsulation.
- I) For certain collections, researchers may be required to wear white gloves, which we will provide.
- J) Manuscript items may be viewed only one item or folder at a time.
- K) Patrons are permitted to bring a camera and tripod, but no flash photography is permitted in the Library/Museum.

If materials are lost or damaged while in the possession of a patron, that individual is responsible for replacement and repair costs as determined by rare book dealers' catalogs or consultation with conservators.

6. Access to and scanning/photocopying of collections may be restricted or denied at the discretion of the Library/Museum staff. The scanning and photocopying of unique, fragile, oversize, and hand colored images is not permitted. The Louisiana Masonic Library/Museum cannot authorize copying of images for which reproduction is not permitted.

7. If material is to be published, patron must properly credit the Library/Museum and obtain needed copyright permissions. Credit the "Louisiana Masonic Library/Museum."

Cite collections in the following manner:

Name of the Manuscripts Collection, Manuscripts Collection number, Louisiana Masonic Library/Museum, Alexandria, La.

Please note that in exchange for permission to publish, the following apply:

If you obtain permission, publication fees may apply.

Use is always non-exclusive.

We require two courtesy copies of any publications made possible through use of our holdings.

We require authors to properly cite our holdings.

In your request, please provide the following information:

Your name and full contact information, including address, email, and telephone.

Author's name

Title of work

Publisher or location of publisher

URL (if applicable)

Anticipated date of publication

Type of use (book, article, website, brochure, etc.)

Whether the use is for-profit or non-profit

List of materials for which you are requesting publication permission. Please be specific and include collection name and collection number. For permission purposes, box and folder numbers are encouraged, although they are not recommended for printed citations.

If you are also requesting scans of our holdings for publication, please note your publisher's scanning requirements; for example 600 ppi b/w TIFF, 300 ppi jpeg, etc.

8. In general, no materials circulate. Requests to borrow items will be considered on a case-by-case basis. This is done only when the Library/Museum staff has been assured that the patron is fully aware of the preservation responsibilities entailed and has made acceptable arrangements for handling the item(s). No items are to be removed from the Library/Museum without the pre-approval of the archivist and/or the Chairman of the Louisiana Masonic Library/Museum Foundation Board of Directors.

9. The Library/Museum staff retains the right to search any personal effects brought into the Library/Museum by patrons.